

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

PART 302-8—FIXED RELOCATION PAYMENTS

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§ 302-8.1	Am I eligible for payment of a fixed amount for relocation expenses?	Yes, if you are: <ul style="list-style-type: none">(a) An employee transferred to an official station within CONUS;(b) A new appointee assigned to an official station within CONUS; or(c) A student trainee assigned to an official station within CONUS who has not previously received travel and transportation while performing your student assignments.
§ 302-8.2	Who is not eligible for payment of a fixed amount for relocation expenses?	FAA will not pay a fixed amount for relocation expenses to: <ul style="list-style-type: none">(a) An employee transferred to a post of duty;(b) A new appointee assigned to a post of duty;(c) A student trainee assigned to a post of duty;(d) A student trainee who has not previously received travel and transportation expenses while performing his/her assignment;(e) An employee performing a temporary change of station;(f) An employee exercising return rights under part 302-6; or(g) An employee exercising last move home rights.
§ 302-8.3	Must the FAA pay me a fixed amount if I transfer?	No.
§ 302-8.4	Under what conditions may FAA authorize payment of a fixed amount for my relocation?	Only when all of the following conditions are met: <ul style="list-style-type: none">(a) Your relocation is not in the interest of the Government;(b) Your LOB, staff office, or Office of Chief Counsel determines that it will derive a benefit from your relocation;(c) You sign a service agreement as provided in this part;(d) You meet the mileage requirements as provided in this part; and(e) You meet any other conditions your LOB, staff office, or Office of Chief Counsel establishes.

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§ 302-8.5	Must I establish a residence at the new official station to be eligible to receive fixed relocation payment?	Yes. If you do not establish a residence at the new official station, you are not eligible for a fixed relocation payment.
§ 302-8.6	Am I eligible for a fixed relocation payment if I reestablish my old residence after establishing a new residence?	No. If you return to your old residence and reestablish that home as your residence, you are not eligible for a fixed relocation payment.
§ 302-8.7	Do I retain my eligibility for a fixed relocation payment if an employee member of my immediate family and I are transferred to the same location and the employee member of my immediate family is authorized payment for relocation expenses under Part 302-3 through 302-7 of this subchapter?	Yes, if you elect separate benefits as provided in § 302-2.104 of Part 302-2 of this chapter; however, your fixed relocation payment will be limited to 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter. If you elect separate benefits, you cannot be treated as a member of the immediate family of the employee member(s) who are authorized payment for relocation expenses under Part 302-3 through 302-7 of this subchapter.
§ 302-8.8	Do I retain my eligibility for a fixed relocation payment if an employee member of my immediate family and I are transferred to the same location and we are both authorized a fixed relocation payment?	Yes, however, only one employee member of your immediate family may receive 100% of the fixed relocation payment authorized in the vacancy announcement or offer letter. All other employee members of your immediate family will receive 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter. Therefore, your family must select which employee member will receive 100 percent of the fixed relocation payment as provided in Subpart B of Part 302-2 of this chapter.
§ 302-8.9	What is the amount of the fixed payment for my relocation expenses?	<p>It is an amount determined reasonable by your LOB, staff office, or Office of Chief Counsel, but not to exceed:</p> <p>(a) \$25,000 for transferee; and</p> <p>(b) \$10,000 for new appointees or student trainees.</p>

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§ 302-8.10	How do I determine if FAA will derive a benefit from my transfer even though it is not in the interest of the Government?	FAA will state on the vacancy announcement if the relocation is related to a MPP placement, or on the offer letter if the transfer is related to an IPP placement, the amount of the benefit it will pay for transferees and new appointees/student trainees.
§ 302-8.11	If I am paid a fixed amount under this part, am I entitled to any other allowance provided in this chapter?	No.
§ 302-8.12	Will I be paid an additional amount if the fixed amount payment under this part does not cover all my relocation expenses?	No.
§ 302-8.13	Do I have to repay the fixed amount if my expenses are less than the fixed amount?	No.
§ 302-8.14	Do I have to itemize my expenses if I am paid a fixed amount under this part?	No.
§ 302-8.15	Will FAA collect back the fixed relocation payment if I receive a fixed relocation payment and do not establish a new residence as provided in § 302-8.5?	Yes, if FAA pays you a fixed relocation payment and you do not establish a residence at the new official station, FAA will collect from you the fixed relocation payment.
§ 302-8.16	Will FAA collect back the fixed relocation payment if I receive a fixed relocation payment and reestablish my old residence as my current residence after establishing a new residence as provided in § 302-8.6?	Yes, if FAA pays you a fixed relocation payment and you reestablish your old residence as your current residence, FAA will collect from you the fixed relocation payment.

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§ 302-8.17	Will I have to pay income taxes on my fixed amount?	Yes, and you will not receive a relocation income tax allowance to offset your income taxes.
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Distance Requirements

§ 302-8.40	Will FAA authorize payment of my relocation expenses when the distance between my place of actual residence and new duty station is less than 50 miles?	No.
§ 302-8.41	Will FAA authorize payment of my relocation expenses when the distance between my old and new duty station is 50 miles or more but less than 100 miles?	No, except when your relocation is incident to the change of official station.
§ 302-8.42	When is my relocation considered “incident to a change of official station”?	FAA will determine whether your relocation is incident to a change of official station as provided in: (a) § 302-3.24 for transferees; and (b) § 302-5.22 for new appointees/student trainees.

Service Agreements

§ 302-8.60	What is a “service agreement”?	A “service agreement” is an agreement between you and the Government to remain in FAA for a specified period after you are relocated at Government expense.
§ 302-8.61	Must I sign a service agreement if I am a new appointee?	Yes. Your relocation costs will not be paid until you have signed your service agreement.

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§ 302-8.62 **How long is my service agreement effective?** As follows:

If your new official station is...	Your service agreement is effective for...
Within CONUS,	12 months following the effective date of transfer or appointment.
Outside CONUS,	A period agreed upon by you and FAA but at least 12 months following the effective date of transfer or appointment and no longer than 36 months after the effective date of transfer or appointment.

§ 302-8.63 **What am I liable for if I violate a term of the service agreement?** As follows:

If...	Then...
You do not complete the first year of your service agreement,	You must repay the fixed amount for relocation expenses. FAA will treat that amount as a debt to the U.S. Government.
You complete the first year of your service agreement, but do not complete your entire period of service,	You are not responsible for repayment of the fixed amount for relocation expenses.

§ 302-8.64 **Is there a circumstance where I may break my service agreement without assuming liability?**

You may break your service agreement if you separate for reasons beyond your control and acceptable to FAA. For example:

- (a) You have an illness which was not induced by your misconduct;
- (b) You are called to active duty in the Armed Forces;
- (c) You are separated for the convenience of the Government;
- (d) You are separated because you are not capable of performing the duties for which you were recruited or for other duties assigned;
- (e) You are separated as a result of a reduction in force; and

You retire from Government service.

§ 302-8.65 **Does a subsequent transfer absolve my liability under the service agreement of my assignment?**

No. You are liable for relocation expenses paid under the initial service agreement until the completion of that service agreement whether you transfer in the interest of the Government or for personal reasons. You are also liable for relocation expenses paid under any subsequent agreements until the completion of those service agreements.